

2015/2017

## BUDGET CALENDAR

### City of Medford and Medford Urban Renewal Agency

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- 1/16/15 Personnel Services information given to departments
- 1/30/15 Personnel Services information *due* to Finance (fund splits, hours, changes)-FTE, Temps & OT. Sellback for non-general fund *due* to Finance (sell back for general fund will be calculated by Finance and discussed in the technical reviews).
- 2/6/15 Revenue projections *due* to Finance (current year estimates, year1 and year 2 of the budget) Updated Personnel Services Worksheets distributed back to departments for verification – FTE, Temps, OT, non-general fund sellback.
- 2/13/15 Deadline for entering Personnel Services, M&S, Capital outlay, and CIP estimates for the fiscal year 2014/2015 into HTE. (That is 6 months of actuals and 6 months of estimates entered into the “projected level” of HTE)
- 2/20/15 M&S and capital outlay for both years should be entered into HTE. Corrections to P/S information *due* to finance. Capital Improvement Project Budgets *due* to Finance
- 2/16 through 2/20 Technical reviews - held throughout the week w/Finance Director Budget narrative in template provided (key objectives & performance measures) *due* at that time
- 2/20/15 All HTE entry completed - Budget file closed to departments**
- 2/23/15 Management Team budget review meeting – Police, Fire & Parks and Recreation
- 3/2/15 Management Team budget review meeting - Development Services, Public Works & Community
- 3/9/15 Management Team budget review meeting - Administrative and MURA
- 3/16/13 Management Team budget review meeting – any revisions
- 3/23 – 4/17 Finance prepares City and MURA budget documents
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Monday

4/20/15

Joint MURA and City Council Study Session – Foundation of the Budget & Budget Issues.  
Preliminary 2015/2017 Budget given to the City Budget Committee  
Preliminary 2015/2017 Budget given to the MURA Budget Committee

Wednesday

4/22/15

MURA Budget Committee Meeting

- ◆ Present Budget Message
- ◆ Overview of Budget and Revenue and Expenditure Highlights
- ◆ Budget Committee Deliberations
- ◆ Final Budget Committee Vote on Tentative Budget

Monday

4/27/15

First City of Medford Budget Committee Meeting

- ◆ Present Budget Message
- ◆ Hold public hearing on Revenue Sharing and on Budget
- ◆ Overview of Budget and Revenue and Expenditure Highlights
- ◆ POLICE DEPARTMENT
- ◆ FIRE DEPARTMENT

2015/2017

## BUDGET CALENDAR

### City of Medford and Medford Urban Renewal Agency

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Wednesday  
4/29/15

Second City of Medford Budget Committee Meeting

◆ PARKS & RECREATION DEPARTMENT

◆ COMMUNITY

Mayor and Council

Boards and Commissions

Community Promotions/Travel Medford

Municipal Court Operations

Downtown Parking District

◆ DEVELOPMENT SERVICES

Planning Department

Building Safety Department

Monday  
5/11/15

Third City of Medford Budget Committee Meeting

◆ PUBLIC WORKS DEPARTMENT

◆ ADMINISTRATIVE

Technology Services

City Management

Economic Development

Emergency Management

City Recorder

City Attorney

Human Resources

Insurance/Risk Management

Wednesday  
5/13/15

Fourth City of Medford Budget Committee Meeting

◆ ADMINISTRATIVE cont.

Finance

Bond Interest/Redemption

General Expense

Interfund Transfers/Loan

Contingency Reserves

◆ Revenue and Expenditure Highlights - Summary

◆ Summary of 2015/2017 Budget Issues and Options

◆ Budget Committee Deliberations

◆ Final Budget Committee Vote on Tentative Budget

◆ Resolution Imposing and Categorizing Taxes

5/21/15

MURA Board Meeting - Adopt 2015/2017 Budget

5/14 – 5/21

Finance to prepare budget documents summary for council and board approval

6/4/15

City Council Meeting - Adopt 2015/2017 Budget